

DDI - subject

## ROUTING AND RECORD SHEET

DDA SUBJECT FILE CO

		EXTENSION		NO.	
				DATE	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
1.	SA for Community Affairs				<p>original sent to 1/CIS for handling 2/20/86</p> <p>STAT</p> <p>DDA REGISTRY FILE: 50-1</p>
2.	7E-44 - CIA Hdqs				
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DIRECTOR OF CENTRAL INTELLIGENCE  
Intelligence Information Handling Committee  
WASHINGTON, DC 20505

IHC/MM 86-6719  
14 August 1986

MEMORANDUM FOR: IHC Members

FROM:

[REDACTED]  
Executive Secretary, Intelligence  
Information Handling Committee

STAT

SUBJECT: Labeling Standard for Removable ADP Storage Media

1. Enclosed are copies of the Information Security Oversight Office's (ISOO) proposed labeling standard for removable ADP storage media, forwarding memorandum, and distribution list. They are forwarded to provide you a basis for comparing ISOO's draft labeling specifics with the IHC proposal that was sent to you previously. The distribution list identifies the points of contact (POCs) in those agencies with which ISOO has been dealing.

2. You are requested to coordinate this matter with your ISOO designated POC and be prepared to discuss it at our IHC meetings on 22 August and 26 September. Our hope is to produce a consolidated Intelligence Community position at the September meeting and forward it to ISOO to meet their 30 September deadline.

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3. If you require additional information, please contact me at [REDACTED]

STAT

Attachment:  
As stated

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**DRAFT**

August 12, 1986

Dear Salutation:

On January 23, 1986, I requested your views on a Department of Justice suggestion concerning the issuance of jackets and self-adhesive labels as standard forms for use on diskettes containing classified information.

Based on the responses we received, we have decided to proceed as follows:

**SUGGESTION 1: STANDARDIZE JACKETS FOR CLASSIFIED DISKETTES**

We have decided against standardizing jackets for classified diskettes. Jackets would have to be issued in at least three sizes (3½ inches, 5½ inches, and 8 inches) to accommodate the principal diskette sizes now in use. Rapid technology changes may create a need for additional sizes. Further, standardizing jackets for classified diskettes does not address the needs of other storage media such as reel tapes, cassette tapes, cartridge disks, or microforms. Under these conditions it would be very difficult to justify the effort and the cost of standardization.

**SUGGESTION 2: STANDARDIZE LABELS FOR USE ON CLASSIFIED DISKETTES**

We propose to standardize labels for use on diskettes and other removable storage media. Most of the agencies we surveyed consider labels essential to the protection of classified information recorded on ADP media and see a need to expand their use. Nonremovable labels affixed to ADP storage media offer one of the most effective means of identifying and protecting classified information. Labels enhance the protection of diskettes and other removable storage media by facilitating their control and interagency exchange.

Other factors also recommend standardization. A significant number of agencies have been using labels for some time. These have been produced by the agency itself or obtained from commercial sources. This has created a situation similar to that existing prior to the issuance of the standardized cover sheets: the labels vary significantly in color and design, and their use, although widespread, is certainly not universal. Standardization

Enclosure

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would bring uniformity and consistency as well as foster the increased use of labels. The versatility of labels also favors standardization; they can be used on all types of removable ADP storage media as well as on other media, such as micrographics material. Finally, we have learned that printed labels are fairly inexpensive. We have received an informal estimate placing the unit cost of labels as low as 10 cents.

We enclose draft designs of classification level-specific labels. These labels are in colors matching the Information Security Oversight Office (ISOO) cover sheets for shielding classified information. We also propose standardizing three other labels: (1) a generic "CLASSIFIED" label; (2) an "UNCLASSIFIED" label; and (3) a "Data Descriptor" label. Standardization of the generic label would satisfy a need that arises when processing classified information in ADP systems. Persons using word processing software to draft documents, for example, may be unable to determine the correct level of classification because that decision is the responsibility of an authorized classifier. The generic "CLASSIFIED" label could be used to provide protection for the recording medium until the classifier could provide a more accurate classification. The classifier could apply the more specific classification by placing a second label over the generic one. At least three labels can be stacked up on a diskette without interfering with system functions.

We also propose standardizing an "UNCLASSIFIED" label to meet the needs of a mixed environment. The enclosed sample "UNCLASSIFIED" label is small enough so that it can be wholly covered by a generic or a classification level-specific label. Lastly, we propose to standardize a "Data Descriptor" label as an option available to agencies that maintain special access programs.

The directions on the labels are self-explanatory except for the one prohibiting the downgrading of classified ADP storage media. Since previously classified storage media cannot be considered completely sanitized, the intelligence community prohibits downgrading.

We obtained the basic design of the labels from the Intelligence Information Handling Committee Staff, which has been involved in developing standards for labels for classified ADP storage media for the intelligence community. The Staff has been very helpful in sharing their designs and expertise with ISOO. Use of their basic design has saved ISOO considerable work. Their expertise has also helped ISOO produce a better product than would otherwise have been the case.

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**DRAFT**

We would like to have your comments on the proposed labels either in writing or by phone no later than September 30, 1986. Calls should be directed either to Ethel R. Theis or Laura L. S. Kimberly at 535-7251.

Sincerely,

Steven Garfinkel  
Director

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Enclosure

**DRAFT**

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